

DETROIT WORKFORCE DEVELOPMENT BOARD
Youth Advisory Council Meeting
Minutes
Thursday, September 4, 2003

I. CALL TO ORDER

Cal Sharp, Chair, Youth Council, called the meeting to order at 9:15 a.m. Mr. Sharp greeted attendees and requested those present to introduce him or herself.

II. REVIEW & APPROVAL OF MINUTES

A motion was made and approved to adopt the minutes for the June 26, 2003 meeting as presented.

III. YOUTH COUNCIL CHAIR'S REPORT

Mr. Sharp discussed the following:

Youth Works

Mr. Sharp indicated that the Youth Works' initiative this year fell below the anticipated dollar amount from the Detroit Renaissance Board due to tough times. This year, there were 200 jobs and \$40,000 donated to the Youth Advisory Council. Last year 260+ jobs and \$100,000 provided employment to Detroit youth during the summer months.

The Lear Corporation has suggested partnering with the Youth Council to create a program in 2004 that would provide up to 50 – 60 youth with work experience. Mr. Sharp and Mr. King have a planned meeting with Lear Corporation executives to discuss the potential program design.

Mr. Sharp expressed an interest in having the efforts of the Youth Advisory Council and the Education Advisory Group of Detroit combined. The Education Advisory Group (EAG) oversees the Career Preparation program and contracts with the Detroit Public School system under Keith Williams serving as Chair. Mr. Sharp noted that a potential combined effort involving the Council and the EAG would strengthen overall workforce development for youth.

The Board Retreat

The Workforce Development Board is sponsoring a full-day retreat on Thursday, November 20, 2003. The WDB retreat will be held at the Detroit Omni Hotel and is designed to focus on the vision and mission of the Board.

Youth Advisory Council Meeting Minutes

September 4, 2003

The 42-member Board will discuss:

1. Structure, mission and vision.
2. Workforce issues and business alignment.

Strategically, how can the Youth Advisory Council, as a vehicle for the Workforce Development Board position, itself to take advantage of where we are and who we interlink with in order to better service businesses through our connections with youth.

Mr. King then gave examples of how the Youth Advisory Council can position itself to take advantage of the new development in Detroit as far as construction trades.

Youth Detroit Builders

Rowland Watkins from Detroit Youth Detroit Build, provided a overview of the organization. Mr. Watkins indicated that the Youth Build provides construction trade skills to youth between the ages of 18 – 21. Thirty percent (30 %) of Youth Detroit Builders actually go into the construction field, others may go to college. General labor, carpentry, roofing, and cementing are some of the areas which youth may enter the construction trades through Youth Build.

CareerWorks

Mr. Ron Copeland suggested that the Youth Advisory Council representatives may wish to visit the Warren Consolidated School district, which has one of the most sophisticated building construction training apparatus in the Detroit Metropolitan area. Mr. Copeland noted that the City of Warren buys properties, and sells the homes; while the youth from the school district build the homes. Mr. Copeland indicated that youth, after receiving their certificate for having the necessary skills in trade, enter the union through the apprenticeship program to become journeymen. Mr. Sharp noted that he would meet with the Warren Consolidated School District staff to obtain additional information on the program.

IV. AMERICAN SOCIETY OF EMPLOYERS' EDUCATIONAL FOUNDATION

Angela Donaldson, Project Coordinator, American Society of Employers, provided an update on the Detroit Youth Overcoming Challenges (DYOC) project. Ms. Donaldson reported that there were two meetings of the full DYOC oversight committee this quarter. A bi-monthly meeting schedule has been established, with working subcommittees. Ms. Donaldson noted the membership of the subcommittees encompass youth, youth service providers, and employers.

Youth Advisory Council Meeting Minutes

September 4, 2003

Dr. Ingrid Draper a member of the DYOC project staff presented the following four (4) Policy Recommendations for consideration by the Youth Council.

POLICY #1

Implement cross-system, collaborative transition planning partnerships with Targeted Agencies/WIA Youth Providers and One-Stop Centers to develop and disseminate information; synchronize transition timelines and procedures; identify, initiate and document agency resources and partnership accountability in Transition Planning. Support the development and implementation of model Transition Partnerships that initiate early transition planning; dissemination of information and in-service training to staff, parents, youth and WIA Youth Providers. System partners with transition mandates and/or priorities include the Detroit Public Schools, Michigan Rehabilitation Services, Michigan Commission for the Blind, Community Mental Health, Juvenile Justice and Community Justice systems, and other agencies and WIA providers.

Cross system collaborators will include:

- ❖ The Detroit Public Schools
- ❖ Michigan Rehabilitation Services
- ❖ Michigan Commission for the Blind
- ❖ Community Mental Health
- ❖ Juvenile Justice / Community Justice Systems
- ❖ Others as identified

POLICY RATIONALE / JUSTIFICATION STATEMENTS

1. The primary customer must see and experience coordinated, seamless transition planning and support across systems.
2. Research best practices and document that early intervention with youth creates better opportunities for transition success.
3. Youth Voices and other system partners advocate earlier involvement and transition planning with partnering agencies.
4. Legal mandates require transition planning for youth with disabilities beginning at (14) years of age and each year thereafter.
5. Parents and staff need a better understanding of each agencies role in Transition planning and the legal foundation of the partnership role and responsibilities.

ACTIONS REQUIRED TO SUSTAIN SYSTEMIC CHANGE

1. Major system partners in the Transition Planning process will be identified. The legal role and responsibilities of each agency in Transition Planning will be delineated and clarified by each system. Collaborative cross-system Transition Planning and implementation timelines and procedures will be clarified and communicated in written guidelines across systems. The first milestone will be a team presentation to the Youth Council of the cross-system guidelines created by two major Transition partners; the Detroit Public Schools and Michigan Rehabilitation Services by November 2003.
2. All major system Transition partners will be assembled with the expectation of system-wide synchronized guidelines and procedures that will be developed and utilized by all partnering systems describing the role, responsibilities and operational procedures of each agency. This task will be completed by February 2004.
3. All major system Transition partners will participate in cross-system in-service and dissemination of Transition information to staff, parents, youth and the community by March 2004.

POLICY #2

Develop a comprehensive, centralized information and technical assistance center that provides high quality, capacity building support and resources to Youth Providers, One-Stop Centers, multiple agency transition partners, parents and the community. The goal is to deliver optimal transition services to youth with disabilities that lead to further education and/or training culminating in successful jobs and careers. The Center will provide:

- ❖ A Website.
- ❖ Staff development/capacity building/technical assistance and training support to youth with disabilities, staff, parents and the community.
- ❖ Specialized assessment and intervention services and support.
- ❖ State-of-the-art materials, reference, research and instructional resources
- ❖ A community knowledge center that supports and facilitates on-going learning, cross-system collaboration and information sharing.

POLICY RATIONALE / JUSTIFICATION STATEMENT

1. Existing knowledge and experience, coupled with new areas of research, on-going learning and best practices allow for continuous improvement and the provision of high quality services to youth with disabilities by informed, knowledgeable staff, parents and guardians.
2. Allows all identified systems equal access to state-of-the art information, materials and resources; on-going staff development and capacity building support; on-going leadership development and continuous system renewal.

ACTIONS REQUIRED TO SUSTAIN SYSTEMIC CHANGE

1. Establish an electronically secure information management and retrieval system by October 2004.
2. Establish an electronically based Resource Center for training and technical assistance by November 2004.
3. Identify appropriate assessments and/or utilize existing assessments to implement appropriate accommodations and quality training and education programs thus promoting individualized planning and positive outcomes.
4. Develop and maintain a cross-system information management data base which documents the legal transition mandates for each agency; describes agency duties and responsibilities, transition procedural timelines and contact persons.

POLICY #3

Require workforce development programs to provide universal access to all facilities, programs and services to ensure that all customers benefit equally from their services.

POLICY RATIONALE / JUSTIFICATION STATEMENTS

The diversity of needs presented by youth with disabilities, customers and staff requires that workforce development programs ensure that the greatest number of people benefit and have access to their services.

ACTIONS REQUIRED TO SUSTAIN SYSTEMIC CHANGE

The City of Detroit will ensure that all workforce development programs are in compliance with universal access legal mandates prior to the awarding of City Contracts.

Youth Advisory Council Meeting Minutes

September 4, 2003

POLICY # 4

The assessment process for youth with disabilities will be asset-based. Implement a cross-system comprehensive strategy of assessment with Targeted Agencies/Youth Providers and One-Stop Centers that is focused on identification and utilization of capacities and strengths of youth with disabilities; implement a system that shares information across service providers; develop service plans that are based upon situational strengths and resources of the youth's environment.

- ❖ Cross-system common assessment tools
- ❖ Cross-system common assessment procedures
- ❖ Centralized Knowledge Center
- ❖ Information and Technical Assistance Center
- ❖ Specialized Assessment Service Support
- ❖ Materials/Resources/Staff Training and Development

POLICY RATIONALE / JUSTIFICATION STATEMENTS

1. An asset-based based assessment process focuses on personal strengths, resources, and skills of the young person with disabilities and the youth's household as opposed to a problem/barrier approach.
2. Situational resources such as natural helping networks and material resources within and beyond the home are made available to develop a comprehensive, individualized service plan.

ACTIONS REQUIRED TO SUSTAIN SYSTEMIC CHANGE

1. Develop a more comprehensive asset-based assessment system by December 2003.
2. Identify and adopt a set of assessment procedures that result in individualized planning and positive outcomes.
3. In order to build the capacity of the service system, deliver on-going assessment workshop for agency staff.

A motion for acceptance of the DYOC report recommendations was made and approved by the Youth Council. Mr. Sharp indicated that the DYOC report would be presented to the WDB Executive Committee for final approval.

Youth Advisory Council Meeting Minutes

September 4, 2003

Ms. Donaldson reported that the first oversight committee meeting, held on April 3, 2003, introduced the project to committee members and reviewed the DYOC goals and objectives.

Youth Advisory Council Meeting Minutes

September 4, 2003

Ms. Donaldson also noted that, the role of the DYOC oversight committee as an advisory body and an instrument of building community partnerships was also discussed. The training curriculum and schedule for the WIA-assisted youth service providers was presented.

On June 3, 2003, at the second DYOC oversight committee meeting, DYOC staff presented update reports from the three subcommittees, including the Youth Voices advisory group, which will be the youth subcommittee, the youth service providers subcommittee, and the employer subcommittee. DYOC staff presented a proposal to have two community forums in September 2003 to provide information to parents and youth.

The forums will be held on the east side and west side of the city. The oversight committee approved the proposal and urged the staff to continue with planning activities for the events. The progress in implementing the training curriculum for the youth service providers was also reported by DYOC staff. Training had begun for some providers, and several appointments were scheduled for the month of June.

Subcommittees:

- ❖ Youth Voices was established this quarter and met once.
- ❖ The youth service providers subcommittee met twice during this quarter. It is meeting monthly. All 2002-03 and 2003-04 WIA-assisted youth providers under contract with the City of Detroit Employment and Training Department ("E&T") are invited and urged to attend. The meetings will be used to discuss program activities, such as individual program assessments, training, facilities, and accommodations, and to introduce the service providers to community resources and referral resources for youth with disabilities. The meetings will also be a forum for the youth service providers to discuss the impact of the DYOC project and to make recommendations to E&T and the DYOC project staff. Finally, reports will be provided from the other two subcommittees.
- ❖ A full employers' subcommittee has not been established. It will be established during the fourth quarter. However, ASSED hosted a very intensive, hands-on disability awareness roundtable for employers on May 28, 2003. Many of the employers in attendance will be invited to participate on the DYOC employers subcommittee.

Youth Advisory Council Meeting Minutes

September 4, 2003

Ms. Donaldson reported progress on establishing other collaborative relationships including:

- ❖ Representatives of the Detroit Public Schools Special Education Department and the Michigan Department of Career Development-Rehabilitation Services met with the youth providers subcommittee this quarter. The Special Education staff reported that the school system has experienced a dramatic increase in the number of youth enrolled in special education classes. The DYOC project will have as one of its priority issues the coordination of services between the Special Education Department and the City of Detroit youth service provider contractors.
- ❖ The DYOC project staff is closely coordinating their efforts with those of the Customized Employment grant program which is operated by Goodwill Industries of Greater Detroit. E&T is the administrative agency for both projects.

VI. OLD BUSINESS/NEW BUSINESS/ANNOUNCEMENTS

- The Youth Info Expo will be held on Thursday, October 16, 2003.
- Careerworks and the Detroit Public Schools will host a back to school rally on Saturday, September 6, 2003, from 2:00 p.m. – 6:00 p.m. at the Belle Isle Casino.
- Mayor's Time Fair September 20, 2003. Hours will be from 10:a.m. – 4:00 p.m.
- Workforce Development Board Retreat on Thursday, November 20, 2003

VII. NEXT MEETING

The next meeting is scheduled for Thursday, November 13, 2003.

VII. ADJOURNMENT

Having no further business, it was moved and seconded to adjourn the meeting.

Youth Advisory Council Meeting Minutes
September 4, 2003

YOUTH COUNCIL ADVISORY
ATTENDEE ROSTER
Thursday, September 4, 2003

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Youth Advisory Council Meeting Minutes
September 4, 2003

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